

C-O-N-F-I-D-E-N-T-I-A-L

CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

31 January 1964

MEMORANDUM FOR: Staff, Foreign Documents Division

SUBJECT: Transfer of FDD to OCR

1. During the ensuing month since the transfer of FDD to OCR, on 23 December 1963, I have had the pleasure of talking with many of you in your offices and I have had interesting and helpful discussions with all of your senior supervisors.
2. In the latter discussions we have talked, for example, about programs, relations with user offices, career management, and possible measures for acquainting all OCR staff with current Office functions and activities.
3. There are two principal themes which I want to pursue and develop during the initial year of consolidation. The first concerns career planning and development with the objective of bringing new experience and fresh viewpoints to individual OCR staff members as need and feasible arrangements can be identified. The second, in part a derivative of the first, is to arrange that each and every program under way in OCR now be reexamined through the joint efforts of management personnel in FDD and in each of the other OCR divisions.

GROUP I

Excluded from automatic
downgrading and
declassification

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4. During this first year I will therefore be announcing from time to time the assignment of key personnel to components of OCR other than the one in which each is now serving. Such assignments will as a rule have terminal dates specified, subject, of course, to extension. They will not necessarily represent long range decisions concerning change of assignment for the individuals concerned. By this means, as is already proving immediately advantageous in the case of the new Deputy Assistant Director of OCR, I count on obtaining penetrating and imaginative review of the validity of present programs and essential guidance in evolving new programs such as [] that are now well over the horizon.

5. In keeping with the above objectives I have therefore designated [] Chief, Special Register, to serve as Chief, Foreign Documents Division. [] Chief, Reference and Analysis Branch, SR, is designated Acting Chief of the Special Register. [] [] Chief, Asia Branch, FDD, is designated Acting Chief, Reference and Analysis Branch, SR, vice [] will continue as Deputy Chief, FDD.

Assistant Director
Central Reference

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